

CITY OF WHITEWATER COMMON COUNCIL AGENDA

Common Council Meeting

Tuesday, November 7, 2017 - 6:30 p.m.

City of Whitewater Municipal Building 312 W. Whitewater St., Whitewater, WI 53190

CALL TO ORDER, ROLL CALL, AND PLEDGE OF ALLEGIANCE.

CONSENT AGENDA:

CA-A	Approval of Council Minutes of 10/17/2017.	P. 1
CA-B	Approval of payment of invoices processed through 11/1/17.	P. 6
CA-C	Acknowledgment of Receipt and Filing of the following:	
	*Library Board Minutes of 9/18/2017;	P. 10
	*Plan and Architectural Review Commission Minutes of 8/14/2017; and	
	*Parks and Recreation Board Minutes for 9/20/2017.	
	*Finance Committee Minutes of 10/12/2017.	
CA-D	Expedited Approval of the Following Items, per City Staff Recommendation: None.	n/a

CITY MANAGER UPDATE

STAFF REPORTS:

Landmarks Commission Rep. Grady – Presentation to City: National Historic Preservation Act – 50 Year Anniversary – certificate on being Certified Local Government since 5/6/87.

HEARING OF CITIZEN COMMENTS. No formal Common Council Action will be taken during this meeting although issues raised may become a part of a future agenda. Participants are allotted a three minute speaking period. Specific items listed on the agenda may not be discussed at this time; however citizens are invited to speak to those specific issues at the time the Council discusses that particular item.

RESOLUTIONS: None.

ORDINANCES: First Reading: None. **ORDINANCES**: Second Reading: None.

CONSIDERATIONS:

C-1	Update on Grocery Store recruitment and on Grocery Co-op. (Councilmember	n/a
	McCormick Request).	
C-2	Request for approval of Intergovernmental Agreement with Jefferson County Economic	P. 29
	Development Authority ("JCEDA"). (CDA Director Request).	
C-3	Update on proposed 2018 city budgets and possible direction regarding the same.	P. 36
	(Finance Director Request).	
C-4	Approval of Adopt-a-Park Program. (Parks and Recreation Director Request).	P. 37
C-5	Approval of Amendment No. 1 to Task Order No. 16-04 with Strand Associates for	
	engineering services for Franklin and Ann street reconstruction. (DPW Director	P. 44
	Request).	
C-6	Approval of Amendment No. 1 to Task Order No. 16-02 with Strand Associates for	P. 46

	engineering services for Dann Street associated with Esterly Street and Clay Street	
	reconstruction project. (DPW Director Request).	
C-7	Discussion and possible direction regarding good governance rules for Whitewater	n/a
	Common Council and Boards and Commissions. (Councilmember Grady request).	
C-8	Councilmember Requests for Future Agenda Items.	

Adjournment. n/a

Anyone requiring special arrangements is asked to call the Office of the City Manager / City Clerk at least 72 hours prior to the meeting.

*Items denoted with asterisks will be approved on a single motion and vote due to their routine nature or previous discussion. Any council member may request that a consent agenda item be removed for individual discussion.

ABSTRACT/SYNOPSIS OF THE ESSENTIAL ELEMENTS OF THE OFFICIAL ACTIONS OF THE COMMON COUNCIL OF THE CITY OF WHITEWATER, WALWORTH AND JEFFERSON COUNTIES, WISCONSIN.

October 17, 2017

The regular meeting of the Common Council was called to order at 6:30 p.m. by Council President Singer. MEMBERS PRESENT: Allen, Schulgit, Grady, Binnie, Singer, McCormick. MEMBERS ABSENT: Goettl. LEGAL COUNSEL PRESENT: McDonell.

It was moved by Binnie and seconded by Allen to approve the Council minutes of 9/19/17 and 10/3/17. AYES: Allen, Schulgit, Grady, Binnie, Singer, McCormick. NOES: None. ABSENT: Goettl.

<u>PAYMENT OF INVOICES</u>. It was moved by Binnie and seconded by Allen to approve payment of city invoices in the total sum of \$116,023.67. AYES: Allen, Schulgit, Grady, Binnie, Singer, McCormick. NOES: None. ABSENT: Goettl.

<u>CITY MANAGER UPDATE.</u> City Manager Clapper provided his bi-weekly report relating to city projects and upcoming events.

STAFF REPORTS: School District Administrator Mark Elworthy presented the School District's annual report to the community; Downtown Whitewater Executive Directorr Courtney Nelson presented DTWW's quarterly report.

CITIZEN COMMENTS: None.

ADOPTING EHLERS AND ASSOCIATES AS FINANCIAL ADVISOR FOR THE CITY.

RESOLUTION AUTHORIZING THE CITY OF WHITEWATER TO RETAIN EHLERS & ASSOCIATES, INC. TO PROVIDE FINANCIAL ADVISING SERVICES

WHEREAS, the City Council of the City of Whitewater, Walworth and Jefferson Counties, Wisconsin, believes it is in the City's best interest to retain a firm to provide the City with financial advising services; and

WHEREAS, in an attempt to assure that the City receives the best services for a reasonable cost, the City of Whitewater staff drafted and circulated a request for proposals for financial services; and

WHEREAS, three firms submitted proposals; and

WHEREAS, the City staff recommended to the Common Council that it accept the proposal of Ehlers & Associates, Inc.; and

WHEREAS, on October 3, 2017, the Common Council authorized the City to enter into an agreement with Ehlers & Associates, Inc., to provide financial advising services for the City; and

WHEREAS, Ehlers & Associates, Inc., has submitted to the City the attached Appendix B – General Consulting Services that describes the services Ehlers & Associates, Inc. will provide and describes how the City will be charged for the services; and

WHEREAS, the Common Council believes it is in the City's best interest to retain Ehlers & Associates, Inc. to provide the services described in Appendix B.

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Now, therefore, **BE IT RESOLVED** that the City of Whitewater shall and does hereby retain Ehlers & Associates, Inc., to provide financial services for the City of Whitewater as described in the attached Appendix B.

Resolution introduced by Council Member Binnie, who moved its adoption.

Seconded by Council Member Allen. AYES: McCormick, Schulgit, Grady, Binnie, Singer, Allen. NOES: None. ABSENT: Goettl. ADOPTED: October 17, 2017.

Cameron L. Clapper, City Manager

Michele R. Smith, City Clerk

FIRST READING OF ORDINANCES CORRECTING PREVIOUSLY-ADOPTED ANNEXATION ORDINANCES FOR KIENBAUM / HUGHES – VACANT LAND WEST OF NORTH TRATT STREET - AND WAIVER OF REQUIREMENT FOR SECOND READING.

ORDINANCE NO. 1949A

CORRECTION ORDINANCE 1949A to ORDINANCE NO. 1938B ANNEXING TERRITORY TO THE CITY OF WHITEWATER, WISCONSIN (JEFFERSON COUNTY).

This ordinance adds the clerk certification, population of the territory and a scale map pursuant to Wis. Statute 66.0217 (9)(a).

The Common Council of the City of Whitewater, Wisconsin, do ordain as follows:

SECTION 1. Territory Annexed. In accordance with sec. 66.0217 of the Wisconsin Statutes and the petition for direct annexation filed with the City Clerk on April 5, 2017, signed by the owners of the land in area in the territory (the population of the Territory is 0), the following described territory in the Town of Cold Spring, Jefferson County, Wisconsin, is annexed to the City of Whitewater, Wisconsin:

See attached Exhibit A Legal Description and Exhibit B Scale Map, which are incorporated herein.

SECTION 2. Effect of Annexation. From and after the date of this ordinance the territory described in Section 1 shall be a part of the City of Whitewater for any and all purposes provided by law and all persons coming or residing within such territory shall be subject to all ordinances, rules and regulations governing the City of Whitewater.

SECTION 3. The territory annexed to the City of Whitewater by this ordinance is temporarily zoned as follows, pursuant to sec. 66.0217(8)(a) of the Wisconsin Statutes:

R-3 Multi-Family Residence District

The Plan Commission is directed to prepare an amendment to the zoning ordinance setting forth permanent classifications and regulations for the zoning of the annexed area and to submit its recommendations to the Council not later than May 15, 2018.

SECTION 4. Ward Designation. The territory described in Section 1 of this ordinance is hereby made a part of Ward 13 of the City of Whitewater, subject to the ordinances, rules and regulations of the City of Whitewater governing wards.

SECTION 5. Severability. If any provision of this ordinance is invalid or unconstitutional, or if the application of this ordinance to any person or circumstances is invalid or unconstitutional, such invalidity or unconstitutionality shall not affect the other provisions or applications of this

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ordinance which can be given effect without the invalid or unconstitutional provision or application.

SECTION 6. Payment to Town. Pursuant to Wis. Stat. sec. 66.0217(14), the Common Council agrees to pay annually to the Town of Cold Spring, for 5 years, an amount equal to the amount of property taxes that the town levied on the annexed territory, as shown by the tax roll under Wis. Stat. sec. 70.65 in 2016.

SECTION 7. Effective Date. This ordinance shall take effect upon passage and publication as provided by law.

Ordinance introduced by Council Member Binnie, who moved its adoption. Seconded by Councilmember Goettl. AYES: McCormick, Grady, Binnie, Goettl, Singer. NOES: Allen. ABSENT: None. ADOPTED: June 6, 2017.

Correction Ordinance introduced by Councilmember Binnie, who moved its adoption and also waived the requirement for a second reading of the Ordinance Seconded by Councilmember Allen. AYES: McCormick, Schulgit, Grady, Binnie, Singer, Allen. NOES: None. ABSENT: Goettl. ADOPTED: October 17, 2017. Correction ordinance passed 10-17-17.

Publication date for 1938B: July 31, 2017. Publication date for 1949A: October 26, 2017.

Cameron L. Clapper, City Manager

Michele R. Smith, City Clerk

AND

ORDINANCE NO. 1950A

CORRECTION ORDINANCE 1950A to ORDINANCE NO. 1938A ANNEXING TERRITORY TO THE CITY OF WHITEWATER, WISCONSIN (WALWORTH COUNTY).

This ordinance adds the clerk certification, population of the territory and a scale map pursuant to Wis. Statute 66.0217 (9)(a).

The Common Council of the City of Whitewater, Wisconsin, do ordain as follows:

SECTION 1. Territory Annexed. In accordance with sec. 66.0217 of the Wisconsin Statutes and the petition for direct annexation filed with the City Clerk on April 5, 2017, signed by the owners of the land in area in the territory (the population of the Territory is 0), the following described territory in the Town of Whitewater, Walworth County, Wisconsin, is annexed to the City of Whitewater, Wisconsin:

See attached Exhibit A Legal Description and Exhibit B Scale Map, which are incorporated herein.

SECTION 2. Effect of Annexation. From and after the date of this ordinance the territory described in Section 1 shall be a part of the City of Whitewater for any and all purposes provided by law and all persons coming or residing within such territory shall be subject to all ordinances, rules and regulations governing the City of Whitewater.

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SECTION 5. Severability. If any provision of this ordinance is invalid or unconstitutional, or if the application of this ordinance to any person or circumstances is invalid or unconstitutional, such invalidity or unconstitutionality shall not affect the other provisions or applications of this ordinance which can be given effect without the invalid or unconstitutional provision or application.

SECTION 6. Payment to Town. Pursuant to Wis. Stat. sec. 66.0217(14), the Common Council agrees to pay annually to the Town of Whitewater, for 5 years, an amount equal to the amount of property taxes that the town levied on the annexed territory, as shown by the tax roll under Wis. Stat. sec. 70.65 in 2016.

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Correction Ordinance introduced by Councilmember Binnie, who moved its adoption and also waiver of the requirement for a second reading of the Ordinance. AYES: McCormick, Schulgit, Grady, Binnie, Singer, Allen. NOES: None. ABSENT: Goettl. ADOPTED: October 17, 2017. Correction ordinance passed 10-17-17

Publication date for 1938A: July 31, 2017. Publication date for 1950A: October 26, 2017.

Cameron L. Clapper, City Manager

Michele R. Smith, City Clerk

SECOND READING OF ORDINANCE RELATING TO NOTICE REQUIREMENTS ON DESIGNATION OF LANDMARK STATUS ON CITY-OWNED PROPERTY.

AN ORDINANCE REQUIRING ADVANCE COMMON COUNCIL REVIEW OF PROPOSED LANDMARK DESIGNATIONS FOR CITY OF WHITEWATER OWNED PROPERTY

The Common Council of the City of Whitewater, Walworth and Jefferson Counties, Wisconsin, do ordain as follows:

SECTION 1. Whitewater Municipal Code Chapter 17.12, Designation of Landmarks, Landmark Sites and Historic Districts is hereby amended as follows:

Sub-Section 17.12.040 (e) is created to read:

Before the Landmarks Commission explores a city owned property as a potential landmark, the Commission shall notify the City Manager with a notice of intent. The City Manager shall then include the notice of the requested designation on the agenda of a Common Council meeting, that is held within 30 days of the notice, and provide the Common Council with its option to object to the designation under Whitewater Municipal Code Section 17.12.020(5).

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The Common Council shall not be required to act on the proposed designation; however, if at the meeting, a majority of the voting Common Council members vote to object to the designation, the Landmarks Commission shall dismiss the proposal.

Ordinance introduced by Council Member Binnie, who moved its adoption. Seconded by Council Member Allen. AYES: McCormick, Schulgit, Grady, Binnie, Singer, Allen. NOES: None. ABSENT: Goettl. ADOPTED: October 17, 2017.

Cameron L. Clapper, City Manager

Michele R. Smith, City Clerk

GROCERY STORE RECRUITMENT AND GROCERY CO-OP UPDATES. City Manager Clapper indicated that the Whitewater Grocery Co-op is planning to go before the Community Development Authority meeting on October 26th, and additional information will be coming after that presentation.

FUTURE AGENDA ITEMS AND FUTURE POLCO QUESTIONS. Councilmember Grady requested that discussion regarding good governance rules be placed under the Considerations section of the next agenda. Grady requested that examples from other communities and possibly information as to why they are needed be provided to the Council. Councilmember McCormick requested an update on Lakes as a result of the Department of Natural Resources meeting, and suggested that a question relating to the public's desire for a Lake dredging project be surveyed.

EXECUTIVE SESSION. It was moved by Singer and seconded by Allen to Adjourn to Closed Session, NOT TO RECONVENE, pursuant to Wisconsin Statutes 19.85(1) (e) "Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session." Item to be Discussed: Negotiation of agreement for use of City-owned conduit. AYES: Allen, Schulgit, Grady, Binnie, Singer, McCormick. NOES: None. ABSENT: Goettl.

The regular portion of the meeting adjourned at 7:31 p.m.

Respectfully submitted,

Michele R. Smith, Clerk

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Payment Approval Report - Council Report dates: 11/08/2017-11/08/2017

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Report Criteria:

Detail report.

Invoices with totals above \$0.00 included.

Paid and unpaid invoices included.

Vendor Name	Description	Invoice Date	Net Invoice Amount	GL Account Number
AROPA DESIGNS INC 880 AROPA DESIGNS INC	AQUATIC CTR/STAFF CLOTHING	11/08/2017	452.00	247-55600-340
Total AROPA DESIGNS INC:			452.00	
BADGER POPCORN & CONCESSIO	N SUPPLY			
3180 BADGER POPCORN & COI	NCES AQUATIC CTR/CONCESSIONS NCES AQUATIC CTR/CONCESSIONS	11/08/2017 11/08/2017		247-55800-342 247-55800-342
Total BADGER POPCORN & CO	ONCESSION SUPPLY:		568.15	
BALL, RICHARD				
1033 BALL, RICHARD 1033 BALL, RICHARD	INNOVATION CTR/JANITORIAL SUPPLIES AQUATIC CTR/JANITORIAL SUPPLIES	11/08/2017 11/08/2017		920-56500-250 247-55700-355
Total BALL, RICHARD:			472.90	
BROWN CAB SERVICE INC	CAR CVC/CERT 2017	44/00/2047	10.005.25	225 54250 205
47 BROWN CAB SERVICE INC		11/08/2017		235-51350-295
Total BROWN CAB SERVICE IN	NC:		10,925.35	
BURNS INDUSTRIAL SUPPLY 28 BURNS INDUSTRIAL SUPPLE	LY AQUATIC CTR/BELTS	11/08/2017	101.50	247-55700-244
Total BURNS INDUSTRIAL SUF	PPLY:		101.50	
CARRICO AQUATIC RESOURCES IN	NC			
7972 CARRICO AQUATIC RESO		11/08/2017		247-55600-348
7972 CARRICO AQUATIC RESO		11/08/2017		247-55600-350
7972 CARRICO AQUATIC RESO	URC AQUATIC CTR/CONSULTING FEES	11/08/2017	1,190.00	247-55600-346
Total CARRICO AQUATIC RES	OURCES INC:		2,973.01	
COOPER, MARGARET A 432 COOPER, MARGARET A	POLICE ADMN/INK PADS	11/08/2017	129.20	100-52100-310
Total COOPER, MARGARET A:			129.20	
OV DOLVODADU			-	
CV POLYGRAPH 8264 CV POLYGRAPH	POLICE ADMN/POLYGRAPH TESTING	11/08/2017	450.00	100-52100-219
Total CV POLYGRAPH:			450.00	
DIGICORP INC				
4864 DIGICORP INC	IT/SHORETEL LICENSE & SUPPORT	11/08/2017	627.00	100-51450-225
Total DIGICORP INC:			627.00	
DIVERSIFIED BENEFIT SVC INC 4192 DIVERSIFIED BENEFIT SVC	CINC FINANCE/FLEX PLAN OCT 2017	11/08/2017	284.56	100-51500-217

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Vendor Name	Description	Invoice Date	Net Invoice Amount	GL Account Number
Total DIVERSIFIED BENEFIT SVC	INC:		284.56	
DIVERSIFIED BUILDING MTN				
1809 DIVERSIFIED BUILDING MTN	LIBRARY/JANITORIAL SVC	11/08/2017	1.506.00	100-55111-246
1809 DIVERSIFIED BUILDING MTN	INNOVATION CTR/JANITORIAL SVC	11/08/2017	•	920-56500-246
1809 DIVERSIFIED BUILDING MTN	CRAVATH LAKEFRONT/JANITORIAL SVC	11/08/2017	,	100-51600-246
1809 DIVERSIFIED BUILDING MTN	CRAVATH LAKEFRONT/EVENT CLEANING	11/08/2017	525.00	100-51600-246
1809 DIVERSIFIED BUILDING MTN	COMM BLDG/JANITORIAL SVC	11/08/2017	956.00	100-51600-246
1809 DIVERSIFIED BUILDING MTN	COMM BLDG/EVENT CLEAN UP	11/08/2017	98.00	100-51600-246
1809 DIVERSIFIED BUILDING MTN	CITY HALL/JANITORIAL SVC	11/08/2017	3,800.00	100-51600-246
1809 DIVERSIFIED BUILDING MTN	ARMORY/JANITORIAL SVC	11/08/2017	1,193.00	100-51600-246
1809 DIVERSIFIED BUILDING MTN	AQUATIC CTR/JANITORIAL SVC	11/08/2017	719.00	247-55500-246
Total DIVERSIFIED BUILDING MTN	N:		10,689.00	
ENTERPRISE LIGHTING LTD				
3263 ENTERPRISE LIGHTING LTD	STREET/STREET LIGHTS	11/08/2017	3,406.25	100-53420-340
Total ENTERPRISE LIGHTING LTD	D:		3,406.25	
FORT HEALTHCARE	DOLLOF INVODEDIMENO	44/00/0047	440.40	100 50110 010
151 FORT HEALTHCARE	POLICE INV/SPECIMENS	11/08/2017	113.48	100-52110-219
Total FORT HEALTHCARE:			113.48	
GMA PRINTING INC				
1920 GMA PRINTING INC	AQUATIC CTR/DAY PASS CARDS	11/08/2017	46.50	247-55800-324
1920 GMA PRINTING INC	NEIGHBORHOOD SVC/DOOR HANGERS	11/08/2017	328.35	100-52400-340
Total GMA PRINTING INC:			374.85	
GRAINGER INC				
367 GRAINGER INC	AQUATIC CTR/JET PUMP MOTOR	11/08/2017	181.74	247-55700-355
Total GRAINGER INC:			181.74	
GREAT AMERICA FINANCIAL SERVICE	<u> </u>			
7537 GREAT AMERICA FINANCIAL	S WASTEWATER/COPIER	11/08/2017	119.25	620-62820-310
Total GREAT AMERICA FINANCIA	L SERVICE:		119.25	
JOHN DEERE FINANCIAL				
6276 JOHN DEERE FINANCIAL	PARKS/REPAIR PARTS	11/08/2017	52.89	100-53270-242
6276 JOHN DEERE FINANCIAL	PARKS/REPAIR SUPPLIES	11/08/2017	92.90	100-53270-242
Total JOHN DEERE FINANCIAL:			145.79	
LAKE & POND SOLUTIONS CO				
8356 LAKE & POND SOLUTIONS CO	STORMWATER/CRAVATH & TRIPP LAKE SURVEY	11/08/2017	13,500.00	630-63610-295
Total LAKE & POND SOLUTIONS	co:		13,500.00	
LIPARI FOODS OPERATING CO LLC				
7910 LIPARI FOODS OPERATING CO	O AQUATIC CTR/CONCESSIONS	11/08/2017	220.13	247-55800-342

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Vendor Vendor Name Description Invoice Date Net Invoice Amount GL Account Number MILPORT ENTERPRISES INC 1408 MILPORT ENTERPRISES INC. WASTEWATER/CHEMICALS 11/08/2017 4,345.86 620-62840-341 Total MILPORT ENTERPRISES INC: 4,345.86 MRA 4454 MRA GEN ADMN/HR EMPLOYMENT SVC 11/08/2017 175.00 100-51400-217 Total MRA: 175.00 OFFICE COPYING EQUIPMENT LTD 6046 OFFICE COPYING EQUIPMENT WASTEWATER/COPIER 11/08/2017 129.75 620-62820-310 Total OFFICE COPYING EQUIPMENT LTD: 129.75 PEPSI-COLA 7941 PEPSI-COLA AQUATIC CTR/CONCESSIONS 11/08/2017 227.58 247-55800-342 Total PEPSI-COLA: 227.58 **ROCK RIVER LABORATORY INC** 257 ROCK RIVER LABORATORY IN WASTEWATER/LAB ANALYSIS 11/08/2017 56 00 620-62890-295 Total ROCK RIVER LABORATORY INC: 56.00 **SLEWFOOT SIGNS LLC** 686 SLEWFOOT SIGNS LLC CSO/CAR REFLECTORS 11/08/2017 350.00 100-52140-340 Total SLEWFOOT SIGNS LLC: 350.00 STRAND ASSOCIATES INC 358 STRAND ASSOCIATES INC GEORGE ST/RECONSTRUCTION 11/08/2017 982.39 450-54000-898 358 STRAND ASSOCIATES INC STORMWATER/FRANKLIN & ANN ST 11/08/2017 830 45 630-63440-845 358 STRAND ASSOCIATES INC CLAY & ESTERLY/UTILITIES 11/08/2017 724 71 450-54000-879 358 STRAND ASSOCIATES INC WATER/CLAY & ESTERLY ST UTILITIES 11/08/2017 724.71 610-61936-820 358 STRAND ASSOCIATES INC WASTEWATER/CLAY & ESTERLY UTILITIES 11/08/2017 724.71 620-62810-820 358 STRAND ASSOCIATES INC CLAY ST/STREET & WATER 11/08/2017 1,806.95 450-54000-836 358 STRAND ASSOCIATES INC STORMWATER/CLAY ST RECONSTRUCTION 11/08/2017 602.32 630-63440-855 STRAND ASSOCIATES INC NEIGHBORHOOD SVC/FREMONT DRAINAGE 358 11/08/2017 1.136.28 100-52400-219 358 STRAND ASSOCIATES INC NEIGHBORHOOD SVC/FIRE DEPT SITE REVIEW 11/08/2017 195.00 100-52400-219 358 STRAND ASSOCIATES INC NEIGHBORHOOD SVC/PMT MTG 11/08/2017 97.50 100-52400-219 STRAND ASSOCIATES INC NEIGHBORHOOD SVC/SCOTT ST 11/08/2017 97.50 100-52400-219 358 358 STRAND ASSOCIATES INC NEIGHBORHOOD SVC/BUSINESS PARK WETLAND 11/08/2017 195 00 100-52400-219 NEIGHBORHOOD SVC/CDBG GRANT 358 STRAND ASSOCIATES INC 11/08/2017 195.00 100-52400-219 358 STRAND ASSOCIATES INC CDA/FAIRFIELD HOTEL SITE 11/08/2017 2.245.26 900-56500-215 358 STRAND ASSOCIATES INC WATER/HWY 59 UTILITIES 11/08/2017 2.009.17 610-61923-210 358 STRAND ASSOCIATES INC WASTEWATER/HWY 59 UTILITIES 11/08/2017 2,009.18 620-62820-219 358 STRAND ASSOCIATES INC WATER/SYSTEM STUDY 11/08/2017 1,110.76 610-61936-810 Total STRAND ASSOCIATES INC: 15,686.89 TDS 8137 TDS IT/DISPATCH 911 11/08/2017 319.64 100-51450-225 Total TDS: 319.64 WI DEPT OF JUSTICE - TIME 2105 WI DEPT OF JUSTICE - TIME **DISPATCH/4TH QUARTER 2017** 11/08/2017 2,262.00 100-52600-295

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1. Call to Order by President Hartwick at 6:30pm

Present: Julie Caldwell (left at 7:21), Brienne Diebolt-Brown, Chris Grady, Teresa Golembiewski (first alternate board member), Anne Hartwick, Richard Helmick

Absent: Cory Peppler, Jim Winship

Staff: Stacey Lunsford, Diane Jaroch, Deana Rolfsmeyer

Guests: Steve Hatton, city finance director, Anders Dahlgren, Library Planning Associates

2. Report from the Finance Director on Library Fund Balance ~ Possible Action

a) Went over balance sheet – Library Special Revenue Fund - as of August 31, 2017, Stacey will research percentage of donations from when the Investments Fund was started, based on that research, the board will have to take formal action on how to designate those funds in the future

MSC no action taken

3. Consent Agenda

- a) Approval of minutes of the August 21, 2017 regular meeting*
- b) Acknowledgement of receipt of city financial reports for July 2017*
- c) Acknowledgment of receipt of financial report of special revenue fund receipts for August 2017*
- d) Approval of payment of invoices for August 2017*
- e) Acknowledgment of receipt of statistical report for August 2017*
- f) Acknowledgment of receipt of treasurer's reports for August 2017*

MSC Helmick/Grady to approve the consent agenda in total

Ayes: Caldwell, Diebolt-Brown, Golembiewski, Grady, Hartwick, Helmick

Nays: None

4. Hearing of Citizen Comments

a) No comments made

5. Old Business

a) Library Building Expansion Project ~ Discussion

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- Anders reviewed 60-page initial version of Space Needs Summary, allocated space to makerspace, multi-use room, and refreshments areas. Stacey addressed some of Anders' questions earlier today. Discussion ensued. Anders will attend next board meeting with revised Summary.
- b) Council and Community Communications ~ Discussion
 - 1. Annual resolution about county tax exemption is on Council consent agenda tomorrow
- c) 2018 Budget ~ Action
 - Interest income and rental income under Miscellaneous Revenues (P. 20) does not go into our operating budget – considered investments, not revenue
 - 2. Plan to purchase fewer adult music and fewer child audio books and music, because they aren't used as much
 - 3. Stacey will be presenting this approved budget at first City Council meeting in October

MSC Helmick/Golembiewski to approve the 2018 budget

Ayes: Diebolt-Brown, Golembiewski, Grady, Hartwick, Helmick

Nays: None

6. New Business

- a) Review of Inappropriate Behavior Policy ~ Discussion and Possible Action
 - 1. Review and discussion ensued regarding the intricacies of the policy and how it can be applied effectively

MSC no action

b) 2018 Memorandum of Agreement between Lakeshores Library System and Irvin L. Young Memorial Library ~ Action

MSC Grady/Golembiewski to approve the 2018 Memorandum of Agreement

Ayes: Diebolt-Brown, Golembiewski Grady, Hartwick, Helmick

Nays: None

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c) Request approval for the library to be closed on Thursday, October 5 for a staff work day ~ Action

MSC Helmick/Diebolt-Brown to approve staff work day

Ayes: Diebolt-Brown, Golembiewski Grady, Hartwick, Helmick

Nays: None

- 7. Staff & Board Reports
 - a) Director's Report (see attached)
 - b) Adult Services Report (see attached)
 - c) Youth Educational Services Report (see attached)
 - d) Board member reports
 - 1. Wisconsin Trustee Training Week, How to Turn Your Library Board into an Effective Team
 - 1. Tabled for November meeting when we have light agenda
- 8. Board member requests for future agenda items
 - a) none
- 9. Confirmation of next meeting on October 16, 2017, 6:30 pm
- 10. Meeting adjourned at 7:56 pm

Respectfully submitted,

Brienne Diebolt-Brown

Acting Secretary

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CITY OF WHITEWATER
PLAN AND ARCHITECTURAL REVIEW COMMISSION
Whitewater Municipal Building Community Room
August 14, 2017

ABSTRACTS/SYNOPSIS OF THE ESSENTIAL ELEMENTS OF THE OFFICIAL ACTIONS OF THE PLAN AND ARCHITECTURAL REVIEW COMMISSION

Call to order and roll call.

Chairperson Meyer called the meeting of the Plan and Architectural Review Commission to order at 6:30 p.m.

Present: Greg Meyer, Kristine Zaballos, Lynn Binnie, Sherry Stanek, Tom Miller. Absent: Bruce Parker, Tom Hinspater. Others: Chris Munz-Pritchard (City Planner), Wallace McDonell (City Attorney).

Hearing of Citizen Comments. No Comments.

Approval of the Plan Commission Minutes. Moved by Zaballos and seconded by Binnie to approve the minutes of the June 12 & 19, 2017 Plan Commission meeting. Motion approved by unanimous voice vote. The minutes of July 10, 2017 were not available for review.

Public hearing for a conditional use permit for a change in ownership for a car dealership and repair facility at 1389 W. Main Street for Burtness Chevrolet (Matt Bowditch).

Public hearing for a conditional use permit for a change in ownership for a car dealership and repair facility at 1421 W. Main Street for Burtness Chevrolet (Matt Bowditch). Chairperson Meyer opened the public hearing.

City Planner Chris Munz-Pritchard explained part of the history of these properties, what was part of the previous conditional use permits for these properties. She mentioned that landscaping and lighting came up numerous times in the previous Planner Reports. The main items Munz-Pritchard would like to make sure become conditions are to maintain the landscaping; only security lights on building to be on after 10 p.m.; the owner recognize the utility easements; and the variance for the sign requirements remains the same. There were two notes from property owners who were unable to be at the meeting. One was about the spillage of light onto neighboring properties and the other was welcoming this business.

Chairperson Meyer opened the public comment.

Matt Bowditch, the owner of Burtness in Whitewater, stated that he was working to get the lighting to shut off at the correct time. Hours of operation are: Monday and Thursday open until 8 p.m.; Tuesday, Wednesday and Friday open until 6 p.m. and Saturday until 3 p.m. Sundays they are closed. Due to the windstorms we have had, the fixtures have been altered. There are about 6 lights burned out at this time.

Plan Commission Member Binnie stated that at 11:45 p.m. 1389 was dark, but 1421 was still lit up. He suggested that the timing and the positioning of the lights be adjusted.

Chairperson Meyer stated that he lived in the neighborhood behind the properties. The lights at the back of the building can be seen very well through the trees. They need to be shielded. The building lighting also needs a directional baffle.

Andrew Crone, 1590 W. Wildwood Road, welcomed the business to this area. He also explained that from their yard, they can see the lighting elements in the light fixtures. He noted that according to ordinance, the lighting is not to spill out over the property line. There should be shields on the fixtures that prevent that. If the proper lighting is provided, it won't be creating a nuisance to the neighborhood. He suggested a 9 p.m. shut off time for the lights to allow families to enjoy their yards, especially during the summer.

Chairperson Meyer closed the public comment.

Plan Commission Member Binnie stated that previous conditions for 1421 W. Main Street were to have a fence installed on south property line and landscaping on the outside of the fence. There was no fence installed. There was landscaping put in after the original display area. Another strip of pavement was put in. No landscaping was planted after that. There are trucks lined up along that pavement. Was the additional pavement ever approved?

City Attorney McDonell stated that the extra pavement had gone into legal action, but had finally come back to the Plan Commission and was approved. When asked if all businesses were required to have their lighting turned off at a certain time, Attorney McDonell stated that the Plan Commission has the discretion to determine the requirements of each particular site.

City Planner Munz-Pritchard stated that she would like to have the same requirements for both properties for lighting and landscaping. The lighting should start with the fixtures facing downwards and go from there. The properties should have a fence or buffer between the business and any residential areas. Munz-Pritchard stated that there was no need for stadium lighting behind the building, but wants it lit enough to be safe for those leaving the building later to be able to see vehicles.

Moved by Binnie and seconded by Zaballos to grant conditional approval of the conditional use permit for a change in ownership for a car dealerships and repair facilities at 1389 and 1421 W. Main Street for Burtness Chevrolet (Matt Bowditch), subject to the City Planner's recommendations with additions to: #1 that a discussion is to be held with the City Planner regarding landscaping south of the added pavement on the south side of the property at 1421 W. Main Street. An agreement must be reached and followed through on. #2 By 9:30 p.m. only building mounted security lighting can remain on. Position of lighting and shields must meet code to not be a nuisance to neighboring properties. Lights must be in compliance within 30 days. And #4 the landscaping or fencing must be completed by June 1, 2018. (See attached conditional use permit.) Aye: Binnie, Zaballos, Stanek, Miller, Meyer. No: None. Absent: Parker, Hinspater. Motion approved.

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Discussion of landscaping at 122 N. Prince Street (Ryan Hughes). Chairperson Meyer opened for public comment.

City Planner Chris Munz-Pritchard explained changes that are to start to be implemented. She has been working with Urban Forestry to update the landscaping policy. She is looking to hire someone to review final landscaping plans, verify what is on site at the project, write up a report and have the City Certified Forester review and approve the report. The report than will be filed with the project file in the Neighborhood Services Department. The Neighborhood Services Department has been reviewing all of the conditional use permits from now back to 1990's.

Ryan Hughes gave a rundown of what has occurred with the landscaping of the property at 122 N. Prince Street. Landscaping went in as planned in the spring. They will be over seeding in the fall. Utility easements and stormwater piping have restricted where they could put plantings. They have put in several larger trees on both Prince and Main Street areas. They have put in perennial bushes and removed and re-planted in the bio retention area.

City Planner Chris Munz-Pritchard asked that if the Plan Commission is not happy with the landscaping, what can we do about it for future developments? How can we improve the process? Neighborhood Services Department and the Urban Forestry Commission are working to change the existing landscaping policy to make it more user friendly.

Plan Commission Member Miller said that some improvements have been made to the landscaping on the property. The owner has added some color with the black eyed Susans. He has also added trees and landscaping bark which makes it look better. The lawn is about 80% weeds right now. Miller says the owner needs to add more color and do something with the lawn. The best time to plant is in spring and fall.

Plan Commission Members voiced: can UFC recommend what size plantings should be used?; When landscaping companies draw up the plans and do the planting, they usually overplant because they want it to look good when the project is done (not three years from now); Maybe plant some grasses.

Plan Commission Member Zaballos stated that this project is a prominent place for entry into the City of Whitewater. It gets more scrutiny. If a developer exceeds expectations and maintains the landscaping as such, it is much better for them the next time they want to do a good development. Zaballos liked the idea that the City is planning to hire a staff person to review and write a report on landscape plans for developments.

Conceptual review of a proposed plat for the vacant land on the west side of N. Tratt Street (includes tax parcel numbers: 004-0515-3233-008 and D W 600009) for Ryan Hughes. City Planner Chris Munz-Pritchard explained that the land for this proposal has been annexed into the City of Whitewater. The land is approximately 10.6 acres, and is located in both Walworth and Jefferson Counties. The Comprehensive Plan has it in a future neighborhood high density area with a transition area from high density to R-2 (one & two family residential). The West Whitewater Neighborhood Development Plan designates this area as mixed residential. On the 2035 Regional Transportation Map, a proposed road is in this area. In the northeast area, on

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about 2.53 acres 3 two-story townhomes are proposed. They have added a detention area for the regulation of storm water. This area could either be R-2 or R-3 Zoning. All buildings proposed in Walworth County are higher density residences and would probably be zoned R-3. Buildings with over 4 units are required to come to Plan Commission in an R-3 Zoning District. As the development moves to the west, the zoning could be R-1 or R-2 with the proposed single family and duplexes.

Ryan Hughes, the developer, was looking for feedback and comments from the Plan Commission. His proposal transitions to more single family to the north. He thought about having a water feature with movement in the detention areas so the water would not be stagnant. His plan is to put traditional apartments in the southeast area of the development and townhomes in the northeast area. He plans to phase in the project. He would like to start as R-3 Zoning.

Adam Coyle is an investor and is planning to be a co-manager of the property. He also would like the flexibility of the R-3 Zoning.

Chairperson Meyer opened for public comment.

Plan Commission Members voiced: they liked having the buffer from the single family residences to the north; what kind of phasing is being planned; liked the townhomes on the northern part of the development area that provides a transitional area with the single family residences to the north; would like to see a stepping up of the aesthetics of the buildings to be more residential appearing housing rather than student rentals.

City Planner Munz-Pritchard asked if the developer would be selling the single family/duplex lots or if he would be building on them.

Ryan Hughes stated they would be doing the project in three phases. They would start with the apartments. He did not have an answer for the development of the single family/duplex lots.

City Attorney McDonell stated that the next steps would be that the Plan Commission would hold a public hearing for the permanent zoning of the parcels and make recommendation to the Common Council for the permanent zoning.

Public hearing for a conditional use permit to allow for conversion of a single family home into a duplex at 209 N. Prairie Street for RLA Properties (Randall Aschbrenner). (The property is currently owned by Geoff Hale.) Chairperson Meyer opened the public hearing.

City Planner Chris Munz-Pritchard explained that 209 N. Prairie Street is an existing single family home. She had not received a site plan or layout of the property prior to writing her report. (The GIS mapping system is fairly accurate, but the picture gets distorted.) Four parking stalls are required and driveway and parking area must be hard surfaced. Munz-Pritchard went through her recommended conditions: the proposal has to follow lot coverage; the required lot width for a duplex is 100 feet, the lot is 66 feet; no more than 3 unrelated persons are allowed per unit: if more, the conditional use permit will be revoked; must have a Knox box; when the house is converted to a duplex, everything must be up to code.

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Randall Aschbrenner brought in an updated site plan to the meeting. Aschbrenner says he is fully committed to his properties and wants to run them properly.

Chairperson Meyer opened for public comment.

Geoff Hale, current owner of the property, stated that as Main Street is the gateway to the City, Prairie Street is the gateway to the University. He urged the Plan Commission to approve the conversion.

Plan Commission Chairperson Meyer closed the public comment.

Plan Commission members voiced concerns: hoped that it was not the applicant's intention to flip the property; liked to see the plaque on the wall of the building that tells the ownership and contact information; in reference to the property at 531 W. Center Street, why didn't the porch get repaired? What was done completely changed the look of the house and was something that was not approved by the Plan Commission; will the piece of blacktop of the driveway be removed and turned into green space?; Will the garbage and recycle toters and bicycles and mopeds have a place at the back of the house? Plan Commission Members also voiced concerns of: the parking area having 6 stalls and being hard surfaced; a corral for toters; sliding doors go out to the screen porch; able to accept the 66 foot lot width because the lot is almost 200 feet deep; the rear of the property faces Esterly Ave.; this means more density and closer proximity to Esterly Ave.; parking spaces and headlights would shine through to Esterly Ave. properties; a buffer fence should be installed; will there be a sidewalk from the exit of Unit A to the parking lot?

Randall Aschbrenner stated that he would install a sidewalk from the exit from Unit A to the parking lot. The options for an exit from Unit A are from the corner of the living room (6 foot area) or possibly from the kitchen. He would look at reconfiguring the kitchen area.

Moved by Binnie and seconded by Stanek to approve the conditional use permit to allow for a conversion of a single family home into a duplex at 209 N. Prairie Street for RLA Properties (Randall Aschbrenner) with the recommendations of the City Planner as amended (change #2 to "Opaque fencing shall be provided and installed to ensure blocking of headlights" and change #4 to "minimum lot area") and including adding a sidewalk from the exit of Unit A to the parking lot; install an identification sign with name and phone number per the sign code 19.54.020(10); convert blacktop area in front of house to green space and block it so people don't park on the lawn; create a spot for garbage and recycle toters, with fencing. See attached Conditional Use Permit. Aye: Binnie, Zaballos, Stanek, Miller, Meyer. No: None. Absent: Parker, Hinspater. Motion approved.

Review Extra-Territorial Jurisdiction Application Form.

City Planner Chris Munz-Pritchard explained that this is a request of the Plan Commission. The City of Whitewater extra-territorial zoning covers 1.5 miles around the City. Munz-Pritchard took the requirements for extra –territorial zoning and put them in the application.

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Plan Commission Member suggested that the title of the form be changed. City Attorney McDonell was going to make that decision. Plan Commission members were to review the application form and email Chris Munz-Pritchard with anything they would like to see changed.

Information Items:

- a. Possible future agenda items. City Planner Chris Munz-Pritchard stated that she had researched the Walworth Ave. property and wrote a report to be reviewed by Plan Commission. If Plan Commission members have any questions, they are to send Chris Munz-Pritchard an email.
- b. There are no alternates for Plan Commission (with exception of the Council representative). If anyone knows of someone who would like to be on the Plan Commission, please encourage them to apply.
- c. Next regular Plan Commission Meeting September 11, 2017.

Moved by Miller and seconded by Zaballos to adjourn. The motion was approved by unanimous
voice vote. The meeting adjourned at approximately 8:35 p.m.

Chairperson Greg Meyer	

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City of Whitewater Parks and Recreation Board Minutes

Wednesday, September 20, 2017-5:30 pm

Cravath Lakefront Conference Room 2nd Floor, Whitewater Municipal Building 312 W. Whitewater St. Whitewater, WI 53190

Call to Order and Roll Call

Mike Kilar, Carol McCormick, Ken Kidd, Steve Ryan, Matthew Sylvester-Knudtsen, Bruce Parker, Brandon Knedler, and Jaime Weigel

Absent: Larry Kachel and Jen Kaina.

Staff: Eric Boettcher, Debbie Oas, Brian de la Torriente, and Michelle Dujardin

Guests: None

Consent Agenda:

CA-A Approval of Parks and Recreation Board minutes of August 16, 2017

No items to be removed from consent agenda. McCormick moved to accept the consent agenda. Second by Kidd. Ayes: Ken Kidd, Carol McCormick, Steve Ryan, Mike Kilar, Matthew Sylvester-Knudtsen, Brandon Knedler, Bruce Parker, and Jaime Weigel.

Noes: None. Abstain: None. Absent: Larry Kachel and Jen Kaina

Hearing of Citizen Comments:

No formal action will be taken during this meeting, although issues raised may become part of a future agenda. Participants are allotted a 3 minute speaking period. Specific items listed on the agenda may not be discussed at this time; however, citizens are invited to speak to those issues as designated in the agenda.

No Comments

Kachel arrived 5:32pm

Staff Reports:

Parks & Recreation Director: Eric Boettcher

<u>Lakes Management</u>: Cravath & Trippe Lake were harvested for the second time in 2017. The first harvest had a total 260 cubic yards, the second harvest had a total of 600 cubic yards.

<u>DWS</u>: The DWS event took place the weekend of September 17th. There were a total of 695 participants and was a very successful event.

<u>Awards</u>: Michelle Dujardin was awarded the Recreation Professional of the year award and will be presented the award at the WPRA Conference In November.

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Athletic Program Coordinator – Brian de la Torriente

Flag Football: Numbers have increased with many more games being played at TFOD.

Tournaments: Interest was low for Fall, there will be no Fall Tournaments

Recreation & Community Events Programmer- Michelle Dujardin

<u>After School Program</u>: The After School Program has over 100 kids enrolled between all three Elementary Schools.

<u>Fall Programs</u>: Karate, Dance, and Gymnastics have all started for the Fall season and had a great first couple weeks.

<u>Youth Halloween Party</u>: The annual Youth Halloween Party will take place on Saturday, October 28th at the Downtown Armory 6:00pm-7:30pm

Considerations:

C-1 Discussion on Parks and Recreation Sponsorship Program

Boettcher reported the current Parks and Recreation Sponsorship Program was developed in 2015. The question was asked, do we want to keep the current sponsorship program, bring back old sponsorship items, or create a new sponsorship program?

Discussion included: * Bring back lower sponsorship options for T-Ball & Rookie Ball, * Really push the current tournament sponsorship and approach them early, *Keep traveling team sponsorship the same, and * Create a two tier system for the Master Events Sponsorship.

C-2 Discussion and update on current Aquatic and Fitness Center August Financials Review

Boettcher reported that for the month of August the Aquatic and Fitness Center saw revenues of \$38,690.26 and expenses of \$65,707.31. For the year the current net revenue over expenditures is at a positive balance of \$124,758.08 for the year. This would include the \$99,005.00 in Capital Improvements that has not been spent in 2017.

The board asked if there was a way to conduct price comparisons of other fitness centers to be sure we are in line with other facilities. The board also asked if there were ways to promote the 10pack option and have affordable options to larger families.

Kilar leaves 6:25pm

C-3 Discussion and possible action on proposed 2018 Aquatic and Fitness Center budget

Boettcher presented the 2018 Aquatics & Fitness Center budget and stated we are in a much better situation moving forward.

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The board asked and further discussed: * What category does Personal Training fall under? How were revenues projected? Is there a way to expand concessions to maximize current use trends?

Ryan moved to approve the proposed 2018 Aquatic and Fitness Center budget. Second by Parker. Ayes: Ken Kidd, Carol McCormick, Steve Ryan, Matthew Sylvester-Knudtsen, Larry Kachel and Jen Kaina Brandon Knedler, Bruce Parker, and Jaime Weigel.

Noes: None. Abstain: None. Absent: Mike Kilar

C-4 Request for future agenda items

None Stated

C-5 Adjourn

Parker moved to adjourn at 6:50 pm. Second by McCormick. Ayes: Ken Kidd, Carol McCormick, Steve Ryan, Matthew Sylvester-Knudtsen, Larry Kachel and Jen Kaina Brandon Knedler, Bruce Parker, and Jaime Weigel. Noes: None. Abstain: None. Absent: Mike Kilar

Next scheduled meeting: Wednesday, October 18th, 5:30 pm

Respectfully submitted,

Michelle Dujardin

Michelle Dujardin

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Finance Committee Meeting October 12, 2017 5:00 pm Community Meeting Room Municipal Building-1st Floor 312 W Whitewater St Whitewater, WI 53190

MINUTES

1. Call to order and roll call.

Meeting was called to order by Lynn Binnie at 5:30 pm. The meeting was held in the Community Room, 1ST Floor Municipal Building, Whitewater, WI 53190.

Present: Patrick Singer, Lynn Binnie

Absent: Chris Grady

Others: Cameron Clapper (City Manager), Steve Hatton (Director of Finance/Administrative Services, Michele Smith (City Clerk), Eric Boettcher (Park and Recreation Director), Judy Atkinson (HR Coordinator), Kristin Mickelson (PR/Communications Manager), Tim Nobling (Chief Information Officer), Patrick Cannon (CDA Coordinator), Chief Lisa Otterbacher (Chief

of Police), Dan Meyer (Captain), and Kathy Boyd (Support Services Manager)

- 2. Minutes: Review and approval of minutes of
 - a. September 21, 2017 meeting

Motion by Singer, Second by Binnie to approve minutes as posted:

Aye: All via voice vote (2)

Nay: None

3. Review of financial position against budget through September 30, 2017. Item #3 skipped due to time.

4. Review and Direction re: collateralization of City deposits.

Motion to adopt the agenda and waive the transparency requirement for 72 hours' notice by Singer, Second by Binnie:

Aye: All via voice vote (2)

Nay: None

One of the audit notes from 2016 related to having a significant deposit balance held in a local bank that was not collateralized beyond the FDIC insured amounts. Given this and current request of Premier Bank to re-document existing collateralization agreements following their purchase with Commercial Bank, the City has 3 options to protect uninsured deposits:

A. Bank pledges bonds as collateral to cover deposits in excess of uninsured value. In the past we have maintained pledged bonds for this purpose. The bonds are currently pledged based on par value – meaning they would need to be held to maturity to recoup loss of deposits, should the need arise. Another option is to use Market Value as basis for this pledge. Hatton

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- has not seen the complete listing of the City bonds to date, but bank has commented they include up to a 5-year maturity.
- B. Letter of Credit: Bank would take out a Letter of Credit with another issuing bank, which would substitute the credit risk of the issuing bank for the local bank. There is a cost to this approach that should be attractive to the local bank as an alternative to having to manually track and segregate specific bonds from the bank's assets. Uncertain what other benefits there may be to the bank in terms of regulatory reserve requirements.
- C. State Investment Pool: Manually sweep funds in excess of insurance limits. The City used the state pool in the past, but discontinued.

Hatton is recommending Option 2 because you can establish the letter of credit value to cover the high-water mark of expected tax deposits are covered.

Motion to concur with Hatton's recommendation on collateralizing City deposits and requesting the bank to use a Letter of Credit to back those funds by Singer, second by Binnie

Aye: All via voice vote (2)

Nay: None

5. 2018 Operating Budget review of the following departments and funds:

Steve Hatton presents an overview in approaching the 2018 budget. Budget goals are to.

- A. General Fund:
 - Improve transparency by documenting purpose, funding requirements, constraints and balances,
 - Recapture dormant funds and reprioritize to fund current needs,
 - Establish self-sustaining funds for special revenue funds which were non-existent before 2018.

B. Operation Side:

- Approached the Operating Budget with the request of each department to approach with a static or reduced context.
- No directed reduction tasks given throughout the process.
- A provision for waste treatment was added.
- The City is looking to just maintain existing service.
- Focus to further drive efficiency gains vs. budget.
- Deploy idle fund balances to close some gaps within the budget.

There were a total of 11 operating initiatives proposed for 2018. The 2018 Budget reflects 8 of those operating initiatives which are being recommended.

- 1. CDA Economic Development Specialist
- 2. Accounting Position Change
- 3. HR Position Change
- 4. Website Design
- 5. PT-Clerical Position-Personnel Increase (Police Dept.)
- 6. WISCOM VHF Digital Radio Channel
- 7. Health and Wellness Check up-Police:
- 8. Recreation Coordinator Wage Reclassification

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Revenues - General Fund

- 1. Local Tax Levy
- 2. Debt Service Tax Levy

The two tax levies combined total: \$3,580,800. \$417,365 is the proposed city debt service levy, which when combined with the local tax levy is an increase of about \$126,000 more than what was proposed in May. This is due to the City aligning the budget document to mirror the structure of the state levy-limit worksheet. Other notable changes to the General Fund:

- Room tax will increase from 5% to 8%, which will make a net \$10,000 increase to the community.
- Transportation aids are up \$7000.
- University Services reflects a \$26,000 decrease. The formula hasn't changed over the years, but the amount which is funded by the State has reduced.
- State Shared Revenue is down about \$40,000. The City did qualify for the State Expenditure Restraint Program which brought in \$40,000, which basically cancelled out the State Shared Revenue.
- Cable TV will no longer be able to transfer funds to the General Fund. Last year \$27,000 was transferred.
- Parking Permit Fund- No money will be transferred to the General Fund. All proceeds will be used to maintain City parking/parking lot related issues.
- Fund 450 Transfer has been eliminated which accounted for \$130,000 last year into the General Fund.

Debt Service – Revenue and Expense, Projections

- Room Tax increase will allow for an increase in funding to promote tourism as well as additional funds to support general city operations.
- Election Fund will be increased due to more elections in 2018
- Wage Treatment History: Most employees working for the City have more than the 5-year tenure that is covered by the existing step-system used to manage wage increases. Merit based pay schedule will be developed in 2018, but has not been included in the 2018 budget. Clapper is recommending a 1.5% wage increase for all employees.
- Health Insurance: City is proposing employees pay 15% in 2018, which is a 3% increase from the 2017 level of 12%. 11 communities were polled on health insurance rates for 2018 and most data supports a 12% or less share for employees. City Manager recommends a 1.5% increase in wages be approved from Council if they choose to approve the 3% increase in health costs. If the 1.5% is not approved, then the City Manager would like the 12% health contribution to remain for all employees. HRA is a voluntary option in the State Plan. Many communities are moving to incentivize their employees for being healthier. This is something the City will work on incorporating in the future.
- Singer requests information regarding the insurance buyout. How many employee taking the buyout now would select City insurance if there were no buyout incentive offered? What are other communities offering for those employees who do not take insurance through them?

Capital Projects

The City will be borrowing to cover the expense of Capital projects in 2018.

Administration

Legislative Support (51100)

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- \$30,000 allocated to DTWW
- Binnie requests the office supplies be looked at due to the significant decrease in budgeted amount for 2018.

Elections (21400)

• The election budget for 2018 is almost double due to twice as many elections this year. Office supplies will be reduced to almost half even though there is twice as many elections. This may be in part because ballot costs will be reduced, which will reduce office supply expenses.

Contingencies (51110)

Municipal Court (51200).

• The Municipal Clerk position will be increase from a half position to a three quarters position in 2018.

Legal (51300)

General Administration (51400)-City Manager, Clerk & HR

- General Administration shows a total net increase of \$13,793. A majority of the increase is due to the 1.5% increase in wages and position restructuring. The HR Coordinator position will move from a ³/₄ position to fulltime position in 2018.
- Binnie inquires about the reduction in assessor services by \$6000. It appears the City has budgeted less in 2018 than what has normally been paid over the years. Binnie requests the assessor budget be re-examined.
- Administration operating supplies has no budget for 2018. Office supplies and operating supplies will be merged together under office supplies for easier coding, thus nothing has been budgeted to operating supplies in 2018.

Legal (51300)

- Binnie requests Legal Service Expenses for the General City be reviewed and the 2018 budgeted amount is much higher. Clapper notes the Municipal Court Legal Services have been reduced significantly in 2017.
- Binnie notes the Municipal Salary for 2017 is projected to come in under yet there is a significant increase in the wages set aside for 2018. Clapper notes the Judge asked for increased help within the department. Clapper will clarify if this means the ½ time position will move to ¾ time or if the Judge wanted to add an extra person for a few hours.

Finance (51500)

• The Finance department is looking at an \$11,055 increase. Most of the increase is due to a position change. The City Finance Support Services Manager will become the City Comptroller assuming primary responsibility for accounting.

Insurance/Risk Management (51540)

• Insurance/Risk Management: 2018 quote shows a net decrease of \$31,025 with the same company as 2017. Hatton will review the quote to verify the amount and coverage included.

IT (51450)

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• Capital Outlay Expenditures from IT will be rolled into Fund 450 using up the remaining Fund balance. The IT budget overall has decreased by \$6,164.

Media Services (200)

- Main initiative is relating to the website. The City will no longer be pulling \$27,000 for the General Fund from Media Services.
- Equipment has failed significantly this year which has needed to be replaced.
- Franchise fees are reduced every year in what they paying.
- Subscription/Dues has increased from around \$500 to \$5800 due to the annual subscription cost of a new website.
- All franchise fees have all been received this year which is reduced.

Emergency Preparedness (52500)

• Budget has decreased \$2082. Some Capital Outlay Expenditures have been rerouted to Fund 450.

Fund 205 - 27th Payroll

• \$15,000 transfer from the General Fund, which is the same as last year.

Fund 260 - Sick Leave Severance

- \$34,405 is expected to be paid out with 3 retirements in 2018. The City will put away \$30,000 a year for the next 4 years which should be enough to cover upcoming retirements.
- As of June 30, 2011, no new City employees will receive a sick severance package as this benefit has been eliminated.

Fund 271 - Insurance - SIR

- The City retains the first \$25,000 on any City loss exposure for each liability claim.
- The General fund should grow to \$100,000. Once \$100,000 is reached General Fund transfers may be suspended until a liability claim.

Parks & Recreation

Parks Administration (55200)

- The budget for 2018 projects a net increase of \$13,793 for 2018. The Athletic Coordinator position will have a pay grade change of \$5,200. This is based primarily on revenue streams which continue to come in from the work the Athletic Coordinator does for the City. Revenues will be increased for Treyton's Field and there will be an increase in the Special Revenues fund which will be used to cover some of the Athletic Coordinator position.
- Tournaments fees will be increased to help cover the Athletic Coordinator position.
- After school program is currently still paying for itself.

Park Maintenance (53270)

- There is an increase in the budget for park and terrace tree maintenance which relates to the EAB replacement. Terrace trees around the city come out of the Park and Recreation budget.
- Clapper to determine the difference in the Maintenance-Trees/Landscaping versus the Park/Terrace Tree Maintenance budget lines. Nass will be there next meeting to explain.

Recreation Administration (55210)

• Mobile communication budgeted amount to be reviewed as it appears the City is not carrying over enough funds to cover for 2018.

Recreation Programs (55300)

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• Hatton needs to review why the Sales Tax Expense is not being carried over for Recreation Programs.

Sr. Citizen's Program (53310)

• Binnie requests Senior Programs Wages/Park-Time/Permanent be reviewed as the YTD number doesn't seem to correlate to the 2018 Budget.

Community Events / Projects (55320,55330)

Facilities (55110, 51600)

Fund 217 – Building Repair

Fund 225 – Skate Park

• The source of the funds remaining in the Skate Park Fund were donations and will be retained until such funds are needed for the Park. Clapper is working with the Rotary Club on assisting with repairing some equipment within the next year which should use up the remaining donations.

Fund 272 – Lakes Improvement

• Clapper would like to move towards a proposal to drawing down the lakes or dredging the lakes in the future. Currently no money has been set aside for this project, but once a plan is developed and quotes start coming in the City will be able to budget more in the future accurately. The City will be looking to do a draw down in 2019 versus 2018 to allow time to apply for grants and seek funding.

Fund 246 Field of Dreams

- Part of the funds will be allocated to fund the Recreation Coordinator salary increase.
- There will be a time when the artificial turf will need to be replaced and once the funds are achieved to complete this project than the additional funds will roll into the General Fund.

Fund 247 Aquatic Center

- The aquatic center will look at taking on more of the facility maintenance to reduce the costs of some of our service contracts.
- Boettcher to review Water Classes 247-43300-55. There is a \$4000 decrease in budgeted amount, but YTD revenue is dramatically lower. Boettcher indicates that classes ramp up in the fall. Projection for total 2017 revenue seems very overstated. Water class enrollment has been lower, but requests the number to be rechecked.
- Aquatic Center Rentals-Boettcher has been unable to locate where the \$20500 budgeted in 2017 is coming from. Boettcher reduced the number to \$2000 for 2018 which appears to be a more realistic number.
- Aquatic Center State Sales Tax- There is nothing budgeted for 2018 but there was \$9000 budgeted in 2017. Binnie wants to make sure this is correct as the City still needs to pay Sales Tax every year.

Fund 248 – Park & Recreation Special Revenue

• Recreation Business Sponsorship budgeted amount for 2018 reviewed as it appears much higher than what was actually brought in for 2017. Boettcher is expecting to bring in more sponsorship this year by reducing the amount needed to sponsor.

Fund 240 - Parkland Acquisition

Fund 245 - Parkland Development

• Capitals initiative for utilizing this fund for a park project last year which if funded by developer fees.

Fund 466 - Multi-Use Trail Extension

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• The project never utilized the funds which were set aside to complete a multi-use trail extension. The funds have remained static. The funds will be transferred and the project will be closed.

Police

Administration (52100)

- Total increase of \$60,181 to the budget from 2017. Total operating budget without funds is around 3.3 million.
- Addition of new clerical staff person will attribute to \$17,603 increase in 2018.
- PD Record Clerks took in 1790 requests for records last year, which require additional amount of time redacting and preparing for release. By state law, the City cannot charge for redacting. Training the new clerk will take approximately 6 months.
- Solacom- This is the last leg of the bridge with the County.
- Retirement fund 100-521-153. Binnie requests this be reviewed to determine if accurate. Currently, no money has been set aside to assist with the new Police Chief recruitment when Chief Otterbacher retires next year. Judy Atkinson is going to do most of the recruiting herself to cut costs.

Patrol (52110)

• Longevity pay has decreased dramatically and needs to be reviewed.

Investigation (52120)

Community Service (52140)

Communications / Dispatch (52600)

Fund 216 Vehicle Replacement

• One police squad will be replaced in 2018.

Fund 295 – Police Department – Trust Fund

- There has been changes in the way the funds can be spent. The new document will be updated to reflect where the funds can be used.
- Review and possible action on resolution regarding selected Financial Advisory Services firm.
 Motion to recommend retaining Ehlers and Associates to the Common Council by Singer, Second by Binnie.

Aye: All via voice vote (2)

Nay: None

- 7. Future agenda items.
 - Page numbers to be added to reference the original Oct 3, 2017 budget document.
 - There will be an additional budget packet the day of the meeting, but will be disseminated earlier if possible.
- 8. Adjournment

Motion to adjourn by Singer at 8:14 pm, second by Binnie.

Aye: All via voice vote (2)

Nay: None

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To: Cameron Clapper, Council President Singer and Members of the Whitewater Common Council

From: Dave Carlson, CDA Executive Director

Re: Renewal of Intergovernmental Agreement (IGA) with Jefferson County Economic Development

Consortium (JCEDC)

Date: November 3, 2017

Presented for your consideration is a five year agreement for participation by the City of Whitewater in the Jefferson County Economic Development Consortium. The current five year IGA between the City of Whitewater and JCEDC expires this year.

Terms of the IGA remain the same except that the per capita assessment due from participating members in the JCEDC is increased from \$1.00 to \$1.50 per residents. Based on the most recent State Department of Administration's (DOA) estimate of population, the City of Whitewater's assessment for JCEDC is \$4,413 (2,920 City residents in Jefferson County at \$1.50 each).

I have met several times already with Victoria Pratt, the JCEDC Director and find her to be very knowledgeable and well qualified in her role and very aggressive in marketing Jefferson County for 10economic development. On Thursday, October 26th, Ms. Pratt appeared before the Whitewater Community Development Authority to discuss JCEDC activities and how they are helping to support our economic development efforts. I believe JCEDC and Ms. Pratt are valuable partners in our economic development efforts here in the City of Whitewater. Thus, I am recommending the City approve this renewal of the IGA.

The IGA does provide the opportunity for a member of the JCEDC to withdraw from the agreement, if it so chooses, beginning January 1, 2019, provided the municipality provides a minimum 13 month notice of intent to withdraw.

Requested action from the Common Council is approval of the new five year IGA with JCEDC, including authorization for Cameron Clapper to sign the agreement on behalf of the City of Whitewater.

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INTERGOVERNMENTAL AGREEMENT CONTINUING THE JEFFERSON COUNTY ECONOMIC DEVELOPMENT CONSORTIUM

Revision Dated June 7, 2017

ARTICLE I. PURPOSE

The purpose of the Jefferson County Economic Development Consortium (JCEDC) is to foster and encourage responsible, economic development activities that result in job creation, retention, increased tax base and an improved sustainability and quality of life for the citizens of Jefferson County.

ARTICLE II. STATUTORY AUTHORITY

The JCEDC shall be a public intergovernmental enterprise organized under the authority of § 66.0301, Wis. Stats., and as the same may be amended from time to time.

ARTICLE III. MEMBERSHIP

- 3.1 The JCEDC shall be composed of the towns, villages, cities and county governments of Jefferson County, Wisconsin (municipalities) that choose to adopt this agreement and thereby enter into membership. The current membership consists of Jefferson County, the cities of Fort Atkinson, Jefferson, Lake Mills, Waterloo, Watertown, Whitewater and the Villages of Johnson Creek and Cambridge.
- 3.2 The charter member Jefferson County governments who ratify this agreement agree to maintain their membership in good standing for at least five years.
- 3.3 The JCEDC came into existence upon the adoption of this agreement by Jefferson County and a two-third (2/3) majority of the following: the cities of Fort Atkinson, Jefferson, Lake Mills, Watertown, Whitewater and the Village of Johnson Creek.

ARTICLE IV. JCEDC BOARD OF DIRECTORS

- 4.1 The Board of Directors (JCEDC Board) shall provide the overall policy direction of the JCEDC.
- 4.2 The Board's membership shall be determined by reference to Section 4.05. The Board shall consist of three Jefferson County representatives and one member appointed by each participating municipality.
- 4.3 The terms of the JCEDC Board members shall begin on May 1 of each year.
- The terms of offices for the JCEDC Board shall remain staggered, so a majority of the JCEDC Board will not turnover in any given year.
- 4.5 Members of the JCEDC Board shall be appointed as follows:
 - a. The three Jefferson County representatives shall be appointed by the County Board chairperson and confirmed by majority vote of the County Board.
 - b. Each member municipality shall appoint one representative.

- Note: The JCEDC Board members are appointed by the municipalities or the county they represent, the JCEDC Board cannot determine this.
- 4.6 The appointing bodies to the JCEDC Board shall endeavor to assemble a group of professionals who represent a cross-section of Jefferson County business and agricultural interests. Specifically, the composition of the JCEDC Board should include representatives from agri-business, banking/finance, real estate, chamber of commerce, small business/retail, manufacturing, tourism, utilities, a person knowledgeable of sustainable development and municipal or county representatives.
- 4.7 The JCEDC Board may invite various organizations and/or individuals (from professional areas such as those identified in 4.06 above), to join as advisory, non-voting members.
- 4.8 The JCEDC Board may by resolution adopted by a majority of the total JCEDC Board create such committees for such purposes and with such authority as the resolution may provide, and appoint such members of the JCEDC Board or others to serve on said committees.

ARTICLE V. MEETINGS

- 5.1 The JCEDC Board will establish and publish a regular meeting schedule.
- 5.2 All meetings of the JCEDC Board will be properly noticed according to law.
- 5.3 Special meetings of the JCEDC Board may be called at the request of the Chairperson or Secretary or any two board members. The place of the meeting will be at the principal office of the JCEDC, unless otherwise agreed upon by the Chairperson and the Secretary.
- 5.4 A majority of the total-voting members of the JCEDC Board shall constitute a quorum for the transaction of business at any meeting. A member shall be present to vote.
- 5.5 The chairperson, and in his/her absence, the vice-chairperson, and in their absence any board member chosen by a majority of the members present shall call the meeting of the JCEDC Board to order and shall act as chairperson of the meeting.
- 5.6 A JCEDC Board director may resign at any time by filing a written resignation with the Secretary. A JCEDC Board director may be removed by affirmative vote of a majority of the total JCEDC Board for any reason deemed sufficient by such JCEDC Board.
- 5.7 Vacancies shall be filled for the remainder of the unexpired term by the appointing authority that appointed the previous incumbent.

ARTICLE VI. ANNUAL MEETING

- 6.1 The Annual Meeting of the JCEDC Board shall be held in May of each year on a date, time and place to be determined by the JCEDC Board.
- 6.2 At its annual meeting, the JCEDC Board shall elect a chairperson, vice-chairperson, secretary and treasurer.
- 6.3 The JCEDC Board shall establish the duties of the chairperson, vice-chairperson, secretary and treasurer.

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ARTICLE VII. STAFF

- 7.1 Jefferson County shall employ all JCEDC staff.
- 7.2 Day to day operational supervision of JCEDC staff shall rest with Jefferson County.
- 7.3 Jefferson County Human Resource practices and policies shall be applicable in all respects to employment of staff, except the hiring procedure for the director. The County will advertise the director's position. Thereafter, the JCEDC Board will screen the applicants and participate in the interview process with the Jefferson County Administrator. At the end of the interview process, the JCEDC Board will recommend up to five finalists. The County Administrator and the JCEDC Board chairperson shall conduct finalist interviews. Appointment of a finalist by the County Administrator shall be subject to County Board approval.

ARTICLE VIII. FINANCES

- 8.1 The JCEDC Board shall prepare an annual budget with the assistance of staff. Jefferson County's policies and procedures shall apply for meals, lodging, mileage, travel and other reimbursable expenses.
- 8.2 The JCEDC Board will present its proposed budget in a timely manner to all member municipalities and Jefferson County before it is adopted by the JCEDC Board.
- 8.3 Funding for the fiscal years 2017 through 2021 shall be established as \$1.50 per county resident payable from Jefferson County, plus \$1.50 per municipal resident payable from each participating municipality. The population number used to calculate contributions shall be the most recent State of Wisconsin Department of Administration population estimate provided to the governing body prior to adoption of its annual budget.
- 8.4 The JCEDC shall not be limited to public funding from its member municipalities and Jefferson County. The JCEDC Board may authorize staff to pursue additional revenue through program revenue and public and/or private gifts and grants.
- 8.5 Jefferson County shall act as the fiscal agent for the JCEDC.
- 8.6 Each municipality and county shall be responsible in the proportion of its contribution to the consortium as a whole for any other cost of the consortium not specifically set forth herein, including but not limited to employment costs incurred by Jefferson County as a result of unemployment compensation to staff upon termination of the consortium.
- 8.7 All funds due from a municipality shall be paid to the County by a member municipality by January 31 of the year for which such funds are budgeted. The County shall hold all funds for the benefit of JCEDC in a separate account. Unspent funds in said account shall not lapse to the general fund, but shall be carried over to the next fiscal year or otherwise distributed as set forth herein.

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ARTICLE IX. GENERAL POWERS

- 9.1 The JCEDC Board may recommend action to the County with regard to direction of staff, contracts or general program purposes.
- 9.2 The JCEDC Board shall not borrow money or authorize the borrowing of any funds on behalf of the JCEDC. The JCEDC Board may, however, enter into contracts in the ordinary course of its business and in pursuit of its stated goals and purpose. Examples of its permitted contracting powers would be equipment leases or equipment purchases. Under no circumstance shall the JCEDC Board enter into contracts that cause it to exceed its annual budget.

ARTICLE X. SEVERABILITY

If any section, paragraph, sentence, clause, phrase or any part of this agreement, including amendments, is declared to be unconstitutional or void, or if for any reason is declared to be invalid or of no effect, the remaining sections, paragraphs, sentences, clauses, phrases or parts thereof shall be in no manner affected thereby, but shall remain in full force and effect.

ARTICLE XI. AMENDMENTS

All or any portion of this agreement may be amended by a resolution passed by the affirmative vote of at least 2/3 of the total JCEDC Board membership and a majority of the member municipalities and Jefferson County.

ARTICLE XII. DISSOLUTION & WITHDRAWAL

- 12.1 No member may withdraw prior to January 1, 2019. Any member may withdraw from the consortium effective January 1 of 2019 or January 1 of any succeeding year thereafter. Written notice shall be submitted a minimum of 13 months prior to the effective date of withdrawal.
- 12.2 Any member withdrawing from the consortium is responsible for obligations incurred during the period it was a member.
- 12.3 The consortium may be dissolved by an affirmative vote of a two-third (2/3) majority of the total board membership establishing a date of dissolution, which shall be at least one year after the date of the affirmative vote.
- 12.4 In the event of dissolution, any assets remaining after payment of all obligations shall be distributed among existing members in proportion to their contributions, as determined by the JCEDC Board. In the event obligations exceed assets, members shall pay pro rata such sums as may be necessary to retire the obligation.

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Signed this	day of	, 2017.	
City of Whitewat	er		
BY:			
(P	rint Name)		
Signed this	day of	, 2017.	
Jefferson Count	v Economic Developo	ent Consortium	
Jefferson County	y Economic Developn	nent Consortium	
Jefferson Count	y Economic Developn	nent Consortium	
	y Economic Developn		

Signed thisday of	, 2017.		
City of Watertown			
BY:		7)	
(Print Name)			
Signed thisday of	, 2017.		
Jefferson County Economic Develop			
BY:			

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MEETING DATE: 11/07/2017 ITEM: Municipal Budget Final Presentation

PRESENTER: City Manager & Finance Director

PREVIOUS ACTION, IF ANY: None. The Common Council received a preliminary budget document on October 3, 2017.

SUMMARY OF ITEM BEING PRESENTED:

The Finance Committee, together with City Staff has reviewed the proposed 2018 municipal budget and recommended the budget be presented to the Common Council for approval. This presentation is the final staff presentation planned for the 2018 budget cycle.

Staff will present the budget as previously proposed and reviewed by the Finance Committee noting changes that have been made to the budget since the preliminary budget release on October 3.

The Common Council will be asked to provide feedback and to ask any questions they may have regarding the budget document of the budget process.

The Common Council will be asked to approve the budget on November 21 following a public hearing.

BUDGET IMPACT, IF ANY: N/A.

BOARD, COMMISSION, OR COMMITTEE RECOMMENDATION, IF ANY: The Finance Committee reviewed each section of the budget and recommended that the budget move on to the Common Council for review and approval.

STAFF RECOMMENDATION: N/A.

RECOMMENDED MOTION: N/A.

ATTACHMENT(S) INCLUDED (If none, please state):

The budget will be provided separate from the agenda packet.

FOR MORE INFORMATION CONTACT:

Cameron Clapper, cclapper@whitewater-wi.gov, 262-473-0100

Steve Hatton, shatton@whitewater-wi.gov, 262-473-1380

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MEETING DATE: 11/07/2017 ITEM: Adopt-a-Park Program

PRESENTER: Parks & Recreation Director

PREVIOUS ACTION, IF ANY: None.

SUMMARY OF ITEM BEING PRESENTED:

Staff has been working on the development of an adopt-a-park program for several weeks. The included materials were presented to the Parks & Recreation Board earlier this month and staff is not seeking endorsement from the Common Council.

BUDGET IMPACT, IF ANY: N/A.

BOARD, COMMISSION, OR COMMITTEE RECOMMENDATION, IF ANY: The Parks & Recreation Board reviewed the proposed program at its October meeting.

STAFF RECOMMENDATION: Approve the Adopt-a-park Program as proposed.

RECOMMENDED MOTION: Motion to approve the Adopt-a-park program as proposed.

ATTACHMENT(S) INCLUDED (If none, please state):

Adopt-a-Park Program Packet

FOR MORE INFORMATION CONTACT:

Eric Boettcher, eboettcher@whitewater-wi.gov, 262-473-0122

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City of Whitewater Adopt-a-Park Program

Purpose:

The Adopt-a-Park program was created to give citizens an opportunity to volunteer in our city's parks. Their time spent doing upkeep, cleaning, maintenance, beautification, and preservation of our parks helps to provide a safer, more beautiful park experience for the entire community.

Everyone is welcome and encouraged to participate in the Adopt-a-Park program; individuals, families, churches, business, and civic groups can all do their part to help maintain and improve our parks. This partnership provides valuable communication and feedback between City and Volunteers which results in cleaner, safer, and more user friendly parks in the community.

Benefits:

- ➤ Civic Engagement: The Adopt-a-Park program fosters civic engagement by providing an opportunity for volunteers to give back to the community. Adopt-a-Park volunteers are able to make noticeable improvements to our city's parks and the results of these improvements are enjoyed by the volunteers, as well as the rest of the community.
- Safer, more beautiful parks: Volunteers in the Adopt-a-Park program provide services that go beyond what the City of Whitewaters Parks Department has the time or budget for. While regular maintenance like grass cutting will be done by the Parks Department, Adopt-a-Park volunteers add special touches to the park like mulch, flower beds, and trash removal. An adopted park is a safer park because it is free of waste and other potentially hazardous items. Adopt-a-Park volunteers save our city money while continuing to improve and service the city's parks.
- ➤ Environmental: The Adopt-a-Park program improves the environment by picking up trash and planting flowers and trees, it also raises awareness of the importance of protecting our natural spaces. As citizens observe the positive changes occurring in their neighborhood parks, they may be less likely to litter and instead show respect and care for the parks available to them.

Expectations of Adopt-a-Park Volunteer Groups

❖ Adopt-a-Park groups are expected to sign a two year contract with the City of Whitewater Parks and Recreation Department. During the year, volunteer

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- groups are expected to organize at minimum a spring and fall trash pick-up in their adopted park.
- ❖ Also, once a month volunteers are asked to enter the park and do a thorough walkthrough. The purpose of a walkthrough is to identify damage, vandalism, or other things that need to be addressed by the City of Whitewater Parks and Recreation Department. A form is available for you to report what you found during your walkthrough.
- Other projects, like planting flowers, adding mulch, maintaining trails, painting, and other maintenance may be completed with approval from the City of Whitewater Parks and Recreation Department.
- Volunteer groups may do their own fundraising for special projects like picnic tables and play equipment with approval from the City of Whitewater Parks and Recreation Department.
- ❖ Each volunteer group will designate a Group Supervisor to be the contact person for the group. The Group Supervisor will fill out the application form. The Group Supervisor will also ensure each volunteer signs a waiver of liability before any volunteer work is done.
- ❖ The Group Supervisor will inform Eric Boettcher at City Hall of clean-up dates at least one week in advance to ensure supplies like trash bags and tools can be provided, and so trash can be removed in a timely manner post clean-up. Supplies for the program like trash bags, disposable gloves, and safety vests will be kept at the Parks Maintenance building and City Hall.

Guidelines

- ❖ Parks are adopted on a first-come, first-serve basis. A list of all the adoptable parks is available on page 4 of this document. If you would like to request an area to adopt that is not listed, please contact the City of Whitewater.
- ❖ All volunteers under age 18 must be supervised by a responsible adult.
- ❖ The City of Whitewater will create a sign with the group's name on it and it will be placed in their adopted park as a symbol of recognition for their time, effort, and dedication to keeping Whitewater's parks clean and safe. Signs will be placed after groups have completed their 1st year of adoption.

How to Sign Up

- ❖ First, the Group Supervisor needs to complete the application section of the form on the following page. Feel free to add comments about specific areas or projects you and your group are interested in.
- Next, the City of Whitewater will review the application and match you to a park you are interested in, or a park in need of adoption.
- ❖ Following approval by the Parks and Recreation board, the City of Whitewater will complete the agreement section of the form and the Group Supervisor will be asked to submit liability forms for each volunteer interested in participating. Volunteers under 18 must have their liability form signed by a parent or legal guardian.

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- When the application/agreement for and all liability forms have been turned into the City of Whitewater, a copy of the signed agreement form will be mailed to you, at which time your group has officially adopted the park listed!
- ❖ It is the responsibility of the Group Supervisor to schedule the spring and fall clean-up dates. It is also the responsibility of the Group Supervisor to ensure that each month at least one volunteer enters the park and completes a walkthrough and that the walkthrough form is submitted to the City of Whitewater.
- Please schedule all volunteer activities at least seven days in advance to allow the Parks Department time to organize dropping off supplies at the worksite, or for a volunteer to pick up supplies at the Parks and Recreation Office.

Safety Guidelines

- Bring work gloves, closed-toed shoes or boots, and wear light colored clothing and long pants.
- Bring sunscreen and apply it regularly to prevent sunburn. Hats and sunglasses are also recommended.
- ❖ Beware of bees, poison ivy, poison oak and other irritants. Avoid bites by wearing insect repellant.
- ❖ Do not overexert yourself: take breaks and drink plenty of liquids. Be sure to bring water with you, as not all parks have water available.
- ❖ Work during daylight hours and within the park's posted hours unless permission is given by the City of Whitewater to work off hours.
- ❖ Do not use or bring your own power tools and motor-driven equipment unless you have been preauthorized and trained to do so by the City of Whitewater.
- Postpone or stop clean-up immediately if rain, lightning or strong winds are present.
- ❖ Leave dead animals on site and report them to the City of Whitewater.
- Do not pick up materials you suspect might be hazardous, such as needles or drug paraphernalia. Report suspect materials to the City of Whitewater Police Department immediately through their dispatch line:

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City of Whitewater List of Adoptable Parks

Name of Park	Address

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Adopt-a-Park Monthly Walkthrough Report

Date:
Park Name:
Group/Individual Name:
Inspected By:
Phone:
Describe any damage, vandalism, or repairs needed to the following areas, or whichever areas apply to the park your group has adopted.
Buildings:
Playgrounds:
Picnic Areas:
Trees, Shrubs, Landscaping:
Turf:
Other Areas:
Describe any other issues you observed at your adopted park:

Please drop off or mail this walkthrough report to the City of Whitewater (Attn.: Eric Boettcher) 312 W Whitewater St. Whitewater, WI 53190; or Email: eboettcher@whitewater-wi.gov

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Adopt-a-Park Program

Whitewater Parks and Recreation 312 W. Whitewater Street 262-473-0122

ADOPT A PARK AGREEMENT

GRO	UP NAME:
ASSI	GNED PARK:
CON	TACT: EMAIL:
DAY	PHONE: EVENING PHONE:
ADDI	RESS:
CITY	/STATE/ZIP:
Our g	group agrees to the following:
1.	Once a month, complete litter walk through assigned park. This includes the months of April through October.
2.	The planting and maintaining of flowers near park sign and a once a week maintenance of the flower beds.
3.	Reporting any problems seen while in the park.
The (City of Whitewater Parks and Recreation agrees to:
1.	Provide refuse bags for litter.
2.	Supply the plans and plant material for flowerbeds.
3.	The provision of signage at the assigned area recognizing the efforts of your group.
4.	A sign at the park adopted in recognition of this service to the community.
Signa	ture of Representative: Date:
	and Recreation Department Date:

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MEETING DATE: 11/07/2017 ITEM: Strand Task Order Amendment 1 Approval – Franklin

Street and Ann Street Reconstruction

PRESENTER: Public Works Director

PREVIOUS ACTION, IF ANY: 11/18/14 – City Council approved T.O. No. 14-06 for survey and preliminary design services for \$34,000. 12/06/2016 – City Council approved T.O. No.16-04 for final design and bidding services in the amount of \$87,300.

SUMMARY OF ITEM BEING PRESENTED: Additional utility needs were identified during the design of the original project. This amendment includes street and utility reconstruction on Franklin Street between Ann Street and Whitewater Street; Whitewater Street between Franklin Street and Church Street; and, Ann Street between Franklin Street and Tripp Street.

FINANCIAL IMPACT: The original not to exceed fee is adjusted from \$87,300 to \$101,000.

BOARD, COMMISSION, OR COMMITTEE RECOMMENDATION, IF ANY: None

STAFF RECOMMENDATION: Staff recommends approving Amendment No. 1 to Task Order No. 16-04.

RECOMMENDED MOTION: To approve Amendment No. 1 to Task Order No. 16-04 for final design services and bidding related services from Strand Associates for the road reconstruction and utility improvements on Franklin Street, Ann Street and Whitewater Street.

ATTACHMENT(S) INCLUDED (If none, please state that) Amendment No. 1 to Task Order No. 16-04

FOR MORE INFORMATION CONTACT:

Brad Marquardt, bmarquardt@whitewater-wi.gov, 262-473-0139

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Strand Associates, Inc.º

910 West Wingra Drive Madison, WI 53715 (P) 608-251-4843 (F) 608-251-8655

DRAFT

Amendment No. 1 to Task Order No. 16-04
City of Whitewater, Wisconsin (OWNER)
and Strand Associates, Inc.® (ENGINEER)
Pursuant to Technical Services Agreement dated February 8, 2012

This is Amendment No. 1 to the referenced Task Order.

Project Name: Franklin Street and Ann Street Reconstruction

Under Project Information, REPLACE Project Description with the following:

"Street and utility reconstruction on Franklin Street between Ann Street and Whitewater Street, Whitewater Street between Franklin Street and Church Street, and Ann Street between Franklin Street and Tripp Street."

Under Compensation, CHANGE \$83,700 to \$101,100."

Under Schedule, CHANGE March 31, 2017, to "October 31, 2017."

TASK ORDER AMENDMENT AUTHORIZATION AND ACCEPTANCE:

ENGINEER:

OWNER:

STRAND ASSOCIATES, INC.®

CITY OF WHITEWATER

DRAFT

Matthew S. Richards Corporate Secretary

Date

Cameron Clapper City Manager

Date

DRAFT

Michele Smith City Clerk

Date

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Arizona I Illinois I Indiana I Kantucky I Ohio | Texas I Wisconsin

www.strand.com



MEETING DATE: 11/07/2017 ITEM: Strand Task Order Amendment 1 Approval – Esterly

Street Reconstruction and Clay Street Utility Construction

PRESENTER: Public Works Director

PREVIOUS ACTION, IF ANY: 07/19/2016 – City Council approved T.O. No. 16-02 for the design of the reconstruction of Esterly Street and utility construction on Clay Street from Dann Street to a location approximately 300 feet east of Rice Street.

SUMMARY OF ITEM BEING PRESENTED: During the design of the Clay Street utilities it was found that the sanitary sewer in Dann Street had a sag or an inadvertent siphon in place. With the relaying and lowering of the sanitary sewer in Clay Street, it was possible to relay the sanitary sewer in Dann Street to remove the sag in the line which has been an ongoing maintenance issue. It was also determined that the water main should be replaced due to its age.

Dann Street has a PASER rating of 5 and the curb and gutter is in a deteriorating state. With the disturbance of the street surface due to the replacement of the two underground utilities, coupled with the condition of the curb and gutter, a full reconstruction of the street is warranted.

The project will be bid and constructed with the Esterly Street reconstruction project in 2018.

FINANCIAL IMPACT: The original not to exceed fee is adjusted from \$121,000 to \$147,000.

BOARD, COMMISSION, OR COMMITTEE RECOMMENDATION, IF ANY: None

STAFF RECOMMENDATION: Staff recommends approving Amendment No. 1 to Task Order No. 16-02.

RECOMMENDED MOTION: To approve Amendment No. 1 to Task Order No. 16-02 for design services from Strand Associates for street and utility reconstruction on Dann Street between Clay Street and Milwaukee Street

ATTACHMENT(S) INCLUDED (If none, please state that) Amendment No. 1 to Task Order No. 16-02

FOR MORE INFORMATION CONTACT:

Brad Marquardt, <u>bmarquardt@whitewater-wi.gov</u>, 262-473-0139

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Strand Associates, Inc.º 910 West Wingra Drive Madison, WI 53715

(P) 608-251-4843 (F) 608-251-8655

DRAFT

Amendment No. 1 to Task Order No. 16-02
City of Whitewater, Wisconsin (OWNER)
and Strand Associates, Inc.® (ENGINEER)
Pursuant to Technical Services Agreement dated February 8, 2012

This is Amendment No. 1 to the referenced Task Order.

Project Name: Esterly Street Reconstruction and Clay Street Utility Construction

Under Project Information, Project Description, ADD the following:

"The project also includes street and utility reconstruction on Dann Street between Clay Street and Milwaukee Street."

Under Scope of Services, Design Services, REPLACE items No. 2 and No. 3 with the following:

- "2. Design new sanitary sewer and water main and show on plan and profile drawings for Esterly Street, Clay Street, and Dann Street.
- 3. Design new street and prepare plan and profile drawings and cross sections for street, curb and gutter, and sidewalk construction on Esterly Street and Dann Street."

Under Compensation, CHANGE \$121,000 to "\$147,000."

TASK ORDER AMENDMENT AUTHORIZATION AND ACCEPTANCE:

Date

ENGINEER:

OWNER:

STRAND ASSOCIATES, INC.®

CITY OF WHITEWATER

DRAFT

Cameron Clapper City Manager

Matthew S. Richards Corporate Secretary

-

DRAFT

Michele Smith City Clerk Date

Date

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